City of Houston Hope Leave Pool HLP Revocation Notice for 2009

IMPORTANT NOTICE

The Meet & Confer Agreement between the City and HOPE created a HOPE Leave Pool (HLP), which is funded by a mandatory, automatic deduction of 1 hour of vacation time each contract year from all Bargaining Unit members*, unless you decline to participate (opt out). The agreement defines the Bargaining Unit covered by the contract as *all municipal employees* except elected officials and department directors. The next deduction will be taken from your accrued vacation balance the pay period starting July 11, unless you previously opted out** or opt out from May 1st to May 31st.

If you do not want 1 hour of your vacation time donated to the HOPE leave pool and did not previously opt out, complete this form and submit it to your payroll representative by May 31, 2009. Forms received after that date will not be processed and the donation will be taken.

If you choose to participate in the HOPE Leave Pool at this time, do not complete this opt out form and the deduction will occur automatically. If you previously opted out and now wish to participate, complete the HOPE Leave Donation form and submit it to your department payroll representative. After May 31, 2009, you may later cancel future one hour vacation leave deductions only by submitting an opt out form during the month of May,2010.

*If you are not a full time City employee or your hire date is later than July 10, 2008, you do not have to complete this opt out form and no deduction will be made until next year. You will have an opportunity to opt out in May 2010, if you choose to do so.

**If you previously elected to opt out during the first opt out period of March 27, 2008 – April 25, 2008, then your election to opt out carries forward to 2009 and 2010. You do not need to submit another opt out form, unless you subsequently cancelled your opt out election or donated additional time to the HOPE Leave Pool.

Please print legibly, and sign in blue or black ink.

I do NOT want to donate one hour of vacation to the HOPE Leave Pool. I understand that this form must be submitted from May 1-May 31, 2009. I will submit it to my department payroll representative for processing and I will send a copy to HOPE. I can decide to donate after this cancellation at any time by submission of an approved HOPE Leave Pool Donation form.

I,	,, hereby opt out of the
(Print Name)	(Employee Number)
mandatory deduction of one hour of vaca	ation time to the HOPE Leave Pool.
•	
Signature	Date
D	
Department	

Submit to your payroll representative by Sunday, May 31, 2009. Send a copy to HOPE, 4299 San Felipe, Suite 200, Houston, Texas, 77027, and retain a copy for your records.